

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Companies	DATE: November 28, 2012
	REFERENCE: RFQ / PR2162275 FME Certification

Dear Sir / Madam,

You are kindly requested to submit your quotation for the following items before **6:00 p.m. local time (Tashkent) on December 13, 2012**

FME Certification

Could you please hire a knowledgeable local company that can **organize, train and guide** experts of the Main Forensic Bureau of the Ministry of Health **through UzStandart certification** process that is based on **OzDSt ISO/IEC17025 and OzDSt ISO/IEC 9001**;

The focal goal for a company should be to help all departments within the Main Forensic Bureau of the Ministry of Health to get certified by the local Uzbek certification authorities.

The following **Scope of Work** is a list of basic milestones and should not be limited to just these points

A. FAMILIARIZATION

1. to review the Main Forensic Bureau departments, sections and labs activities, duties and services;
2. to conduct an assessment audit based on OzDSt ISO/IEC17025 and OzDSt ISO/IEC 9001;
3. to prepare a written assessment report;
4. to prepare a written calendar plan for certification process;

B. CERTIFICATION REQUIREMENTS TRAINING

1. To arrange and conduct training courses that explains to experts of the Main Forensic Bureau about requirements of the OzDSt ISO/IEC 17025;
2. To develop and print enough written training materials, handouts for participants;
3. To conduct experts testing and provide to participants appropriate certificates;

C. DOCUMENTS/SOPS DEVELOPMENT FOR LAB CERTIFICATION

1. To review all documents and provide recommendation for the Bureau towards certification;
2. To make sure that all equipment got calibrated by certified authorities and to set an annual cycle for calibration;
3. To conduct a corrective action;
4. To arrange an internal audit process;
5. To provide an assistance for internal audit and to prepare a written report;
6. To audit a space and environmental conditions and to prepare a written report;
7. To audit methods and validation process and to prepare a written report;
8. To audit a traceability and to prepare a written report;
9. To conduct a corrective action and to prepare a written report;
10. To prepare a general written report and recommendations for improvement;
11. To develop the Bureau certification passport (following the Uzbek legislation);
12. To develop all other documents that are required by the Uzbek legislation in order to obtain certification of UzGosStandart;
13. Implementation of above mentioned steps and documents;

D. TRAINING

1. To arrange and conduct training courses that explains on how to conduct an internal audit;
2. To develop and print enough written training materials, handouts for participants;
3. To conduct testing and provide to participants appropriate certificates;

4. To plan and conduct an initial internal audit together with participants of the course;
5. To conduct a joint preparation of a written initial internal audit report;

E. CONSULTING SUPPORT

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1. To provide a consulting and guidance support during the National certification authorities initial audit;
2. To provide a consulting and guidance support for metrology standardization;
3. To provide a consulting and guidance support for regulatory support and testing methods;
4. To provide a consulting and guidance support during the National certification authorities audit;

1. Your quotation in English or Russian language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing service facilities in Tashkent city, Uzbekistan.

SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following address TashkentProcurement@state.gov or in sealed envelopes via mail/express mail or by hand to the address below not later than **6:00 pm local time (Tashkent) on December 13, 2012**

US Embassy Uzbekistan
3, Mayqorghon Street,
5th Block, Yunusobod District
Tashkent, 100093
Republic of Uzbekistan

ATTENTION: Please indicate on the envelop or on e-mail **subject the RFQ reference i.e. "RFQ / PR2162275 / FME Certification"**. US Embassy will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to:

US Embassy Uzbekistan

Fax: +998 71 120 63 35 or E-mail: TashkentProcurement@state.gov

Attn: Procurement Department